

**Personnel**

**SAF/AQ AWARDS AND RECOGNITION PROGRAM**

---

This operating instruction establishes the SAF/AQ Mission Area Directorate (MAD) Officer, Program Executive Office (PEO) Officer, and Functional Directorate Officer (FDO) Quarterly Awards; Team, Civilian, Secretary/Support Civilian; Senior NCO, NCO, and Airman of the Quarter/Year Awards; annual SAF/AQ Assistant Secretary Awards; Officer of the Year (the Kelly Burke Award for Outstanding Performance winner), and an Instant Award for Exceptional Performance. It provides policy and management procedures that govern the nomination and selection of personnel for these awards. This instruction also changes the nomination format, eligibility, categories, and selection criteria. Quarterly award winners cannot be re-nominated for quarterly competition during the same calendar year. Colonels, GS-15s, Chief Master Sergeants and contractor personnel are not eligible for the SAF/AQ Awards and Recognition Program.

**1. General:** This operating instruction applies to all personnel who are assigned to SAF/AQ and PEOs. SAF/AQXO is the office of primary responsibility for the SAF/AQ Awards and Recognition Program. Each three letter and PEO Chief (hereafter called Unit Chief) is limited to no more than one nomination for each award category per quarterly and yearly award cycle unless indicated otherwise. SAF/AQXO will provide copies of the nominations and a score sheet to each Unit Chief or deputy for scoring. The team and individuals with the highest total scores will be recommended to the AQ Principal Deputy as the winners in their respective categories.

**2. Types of Awards:**

**2.1. Quarterly Awards Categories**

2.1.1. Mission Area Directorate Officer of the Quarter (Lt. through Lt Col).

2.1.2. Program Executive Office Officer of the Quarter (Lt. through Lt Col).

2.1.3. Functional Directorate Officer of the Quarter (Lt. through Lt Col).

2.1.4. Team of the Quarter.

2.1.5. Civilian of the Quarter (GS-9 through GS-14).

2.1.6. Secretary/Support Civilian of the Quarter (GS-1 through GS-8).

2.1.7. Senior NCO of the Quarter (MSgt through SMSgt).

2.1.8. NCO of the Quarter (SSgt through TSgt).

2.1.9. Airman of the Quarter (AB through SrA).

**2.2. Yearly Award Categories:** Quarterly award winners are eligible; however they must be resubmitted into competition for the yearly award. Units without quarterly award winners during the calendar year may also submit a nomination in each category.

2.2.1. Officer of the Year . The Officer of the Year is the Kelly Burke Award for Outstanding Performance winner.

2.2.2. Senior NCO of the Year (MSgt through SMSgt).

2.2.3. NCO of the Year (SSgt through TSgt).

2.2.4. Airman of the Year (AB through SrA).

2.2.5. Team of the Year.

2.2.6. Civilian of the Year (GS-9 through GS-14).

2.2.7. Secretary/Support Civilian of the Year (GS-1 through GS-8).

**2.3. Special Award Categories ( AQ Assistant Secretary Awards):** Awarded annually by the Assistant Secretary of the Air Force for Acquisition. Each unit is limited to one individual and one team nomination in each award category. There will be an individual and team winner in each category. Submit nominations on AF Form 1206 no later than 1 March, under cover letter of the 3LTR/PEO. For team nominations, include a second page with team member names. Nominations may be submitted in any of the following categories.

2.3.1. Innovation: A one-paragraph explanation on what the individual or team accomplished that shows initiative and willingness to change the status quo. Stress positive impact on AQ mission and goals.

2.3.2. Process Improvement: A one-paragraph explanation on what the individual or team accomplished that changed an in-place process to greatly improve productivity. Stress positive impact on AQ mission and goals.

2.3.3. Leadership: A one-paragraph explanation on what the individual or team accomplished that indicated the willingness to take charge of a project/program and inspire others to join the team to complete the initiative.

2.3.4. Customer Support: A one-paragraph explanation describing how the individual or team set up partnerships with customers to increase customer satisfaction.

**2.4. Instant Award for Exceptional Performance.** Awarded for exceptional performance during the execution of primary duties, details, or special projects. There is no specified time frame for submitting an individual for this award. Members are eligible upon the recommendation of the immediate supervisor and the Unit Chief.

2.4.1. The Unit Chief will send a bulletized, one-page nomination on AF Form 1206 to the AQ Military Assistant, through AQXO, requesting consideration for an instant award. The nomination must clearly substantiate the actions that warrant approval of the award.

2.4.2. If approved, the exceptional performer will be given a certificate, signed by the AQ Assistant Secretary or Principal Deputy, for presentation by the Unit Chief.

### **3. Nomination Criteria:**

3.1. Award Periods. First Quarter: 1 Jan – 31 Mar; Second Quarter: 1 Apr – 30 Jun; Third Quarter: 1 Jul – 30 Sep; Fourth Quarter: 1 Oct – 31 Dec. Award period for the yearly awards will be 1 Jan – 31 Dec.

3.2. Quarterly/Yearly Nominations: Each Unit Chief is limited to one individual and/or team nomination for each category of award.

3.3. Nomination Suspense. Nominations will be submitted to SAF/AQXO no later than (NLT) the 15<sup>th</sup> day of the last month of the quarter being considered; i.e. 15 March, 15 June, 15 September, 15 December. Yearly award nominations are due 15 February or as requested by AQXO. If the suspense date falls on a weekend or holiday, nominations will be due the next duty day. AQXO will send out a “call for nominations” to Unit Chiefs approximately 30 days prior to each suspense deadline. Any nominations received after the suspense date will be returned to the originating office without action.

3.4. Nomination Package Preparation. Nomination packages will include a nomination transmittal letter, signed by the Unit Chief or his deputy, and a nomination. The transmittal letter will include the names of the nominees and the award category they are competing in. **Nomination content is limited to accomplishments that occurred during the award nomination period.**

3.4.1. Officers and Civilians nominations will be submitted on the AF Form 1206. The nominations will be singled-spaced, in bullet format and will not exceed one page for the quarterly submission. The annual nominations will be submitted on AF Form 1206 and the front and back of the AF Form 1206 can be utilized. Do not sign or include classified

information. Use attachment 1 to prepare individual nominations and attachment 2 for team nominations.

3.4.2. Enlisted nominations will be submitted on AF Form 1206, singled-spaced and in bullet format. The quarterly nomination write-up will not exceed 20 lines of narrative (does not include heading lines). However, the annual nomination write-up may use the front and back of the AF form 1206. Do not sign or include classified information. Use attachment 1 to prepare individual nominations.

3.4.3. Specific achievements and accomplishments must have occurred only during the period (i.e. quarter/year) for which the nomination is submitted.

“LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY.” To include the development of new techniques and implementation of quality principles must have contributed significantly to increased mission effectiveness during the recognition period.

“LEADERSHIP QUALITIES (Social, Cultural, and Religious Activities.)” Contribute tangibly or intangibly to the military/civilian community’s welfare, morale, or status during the recognition period.

“SIGNIFICANT SELF-IMPROVEMENT EFFORTS.” On/Off duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the recognition period.

“OTHER ACCOMPLISHMENTS.” The nature and results of the member’s other accomplishments must set him or her apart from others of equal or higher grades.

“ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE.” Demonstrated ability as an articulate and positive enlisted member of the Air Force during the recognition period.

3.4.4. Team write-ups will be submitted on the AF Form 1206. The write-up will be singled-spaced, in bullet format and will not exceed one page for the quarterly submission. The annual nomination will be submitted on AF Form 1206 and the front and back of the AF Form 1206 can be utilized. Do not sign or include classified information.

3.4.5. Specific achievements and accomplishments must have occurred only during the period (i.e. quarter/year) for which the nomination is submitted. Use bullet statements for justification in the following categories( **Exception: Special Award Categories, AQ Assistant Secretary Awards**, where a one-paragraph narrative explanation for the specific category will be submitted on AF Form 1206, see paragraph 2.3).

“MISSION OBJECTIVES”. Identify and state the objects of the team.

“INITIATIVE AND INNOVATIVE PROGRAMS”. If applicable, show what programs and processes were initiated to meet objectives. Leadership and technical expertise of the team should be clearly stated.

“EXTRAORDINARY AND UNIQUE ACCOMPLISHMENTS”. Include significant accomplishments and end results of team efforts.

#### **4. Voting/Selection Process.**

4.1. Officers and Civilian Awards. All MADs, Functionals, and PEOs (Unit Chiefs) or their deputy will vote each quarterly/yearly awards cycle, and will vote on all nominations. AQXO will provide nominations and a score sheet to each voting member for scoring. After scoring all nominations, voting members will return score sheets to AQXO, which will compile scores and forward results to the AQ Principal Deputy for approval. Score sheets which are not returned by the suspense date as established by AQXO may not be counted in the final/total scoring of nominations.

4.2. Enlisted Awards. The Senior Enlisted Member will request board members from all MADs, Functionals, and PEOs on a rotating basis. There will be a minimum of 3 and maximum of 5 noncommissioned officer who will perform duties as board members. The AQ Principal Deputy prior to the board being convened will swear in all board members. The board President will brief members on their responsibilities and criteria of the selection process. Each board member will grade the packages using the score sheet in attachment 3. After scoring all nominations, board president will forward results to SAF/AQXO. In the event of a tie, the awards packages will be forwarded to SAF/AQ Principal Deputy who will decide on the package. SAF/AQXOP will forward to AQ Principal Deputy for approval.

4.2.1. The selection boards will convene four times a year for the quarterly awards and once a year for the annual awards. The quarterly awards board is a paperboard only and nominations will be evaluated based on the scoring criteria in attachment 3. The annual awards board will include the nomination package and the member will appear before a selection board, in service dress uniform and will be evaluated using the scoring criteria in attachment 3. (In the event a member is unable to meet the annual board, the Board President will try to reschedule if time permits or revert to a paper board). In addition to points awarded from the AF Form 1206, the annual selection board will score two additional categories. (Personal Appearance 0 -10 points and Communication Skills 0 -20 points).

4.2.2. The board president will assign the board members topic for the annual awards board. These topics are used to develop questions to ask the nominee. Questions will be taken from the nominee’s AF Form 1206 and current events. The Board President may ask questions on important current issues relative to the military community to determine the nominee’s ability to organize thoughts quickly and demonstrate communicative skills (No Promotion Fitness Examination (PFE) questions are allowed).

## **5. Type/Presentation of Awards**

### **5.1. Quarterly Award Winners**

5.1.1. Officers will receive a 1-day pass and a plaque.

5.1.2. Civilians will receive one day off and a plaque.

5.1.3. Enlisted members will receive a 1- day pass, a plaque and submitted to compete at the HQ USAF quarterly competition.

5.1.4. Team award winner will be presented 1 plaque.

5.1.5. The quarterly award winners will be recognized at AQ Call.

### **5.2. Annual Award Winners**

5.2.1. Officers will receive a 3-day pass, an AQ plaque and be recognized with a plaque as the Kelly Burke Award Winner for Outstanding Performance.

5.2.2. Civilians will receive 3 days off and a plaque.

5.2.3. Enlisted members will receive a 3-day pass, a plaque and submitted to compete at the HQ USAF yearly competition.

5.2.4. Team award winner will be presented 1 plaque.

5.2.5. The yearly award winners will be recognized at the annual AQ Gala

## **6. Assigned Responsibilities.**

### **6.1. SAF/AQ will:**

6.1.1. Be responsible for the overall management of the AQ Awards and Recognition Program.

6.1.2. Serve as the approval authority for all projected award winners.

### **6.2. SAF/AQXO will:**

6.2.1. Be the office of primary responsibility to administer the program.

6.2.2. Publish the results of each awards cycle.

6.2.3. Ensure preparation of plaques.

6.3. MAD/PEO/Functionals (Unit Chiefs) or their deputy will:

6.3.1. Ensure timely submission of nominations to meet suspense.

6.3.2. Return score sheets by the suspense date as requested by AQXO.

6.3.3. Participate in the boards.

**OFFICIAL**

CHRISTINE HALLION, Col, USAF  
Chief, Operations Support Division  
Assistant Secretary of the Air Force  
(Acquisition)